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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH: Deputy Director of Training  
FROM : Registrar/TR

DATE: 20 November 1958

SUBJECT: Weekly Activity Report No. 46  
12 November - 18 November 1958

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Date: 09 MAR 1978 By: 

## I. SIGNIFICANT ITEMS:

None

## II. OTHER ITEMS:

1.  met with  and me several days ago to explain his role in NEA Division and to be briefed by us on training problems. He agreed to participate in our Training Officer Orientation along with  his training assistant who has only recently returned to NEA Headquarters from a field assignment. They are meeting with us today and tomorrow, and will arrange meetings with School Chiefs next week.

2. For some time requirements for unscheduled language training have created considerable problems for both the Language and Area School and my staff. The problems are not so much directly concerned with meeting the requirements themselves, but rather those which are occasioned by the unregularized way that these requirements come to the attention of OTR.

This situation has been discussed with LAS on several occasions. Yesterday  met with  and reached an agreement on a proposal designed to eliminate most of the problems. Basically the proposal reflects the following:

a. All requirements for unscheduled language training will now be directed initially to the Registrar. This is a big change. These requirements came in to numerous persons in LAS formerly and many of our consumers could not remember with whom they had been dealing.

b. R/TR will review the requirement and request action on the part of LAS through  as Language Chief.

c. The action normally requested will include interview of the applicant and recommendation by LAS, after thorough review of LAS resources, of the most appropriate manner in which the requirement can be met.

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d. Appropriate training, whether internal or external, will then be approved by R/TR through usual procedures.

Following this discussion, Roy expressed doubts about the need for a number of records now being maintained by LAS, which appear to duplicate those in our records or in A&E.

3. I feel that OTR can be very proud of the next Bulletin. It will be our best issue. Combining December items with the November issue will save money and effort, and sacrifice no time.

4. We attained currency in language awards applications, but received 165 certificates this week. [ ] has already gotten 52 of these ready for review and awards action.

5. After meeting with [ ], I have agreed to furnish him certain data for his History project. He is satisfied to receive information in early 1959 on the calendar period 1953 - 1956. It is to avoid these numerous requirements for manual tabulations that we have had a work-party engaged overtime in the past few weeks on correcting the machine records. We need to furnish these services, and the more we do so well, the more we are requested to do so.

6. Arrangements were made for five CIA employees [ ] from A&E and four people from SR Division) to attend a data processing seminar held by the Office of Naval Research on 12 November. Four professors who have recently returned from Russia discussed the "Status of Digital Computer and Data Processing Developments in the Soviet Union."

7. On Friday, [ ] phoned to discuss an Agency announcement of the language proficiency tests for the January - June 30, 1959 period. He is going to suggest a new system whereby tests will be given two days a week (Tuesday and Thursday) in any of the awardable languages that registrants request. TOs will handle the requests and admission will be on a "request registered" basis. He is anticipating the March-April large numbers to be tested and plans to set aside a third day each week to accommodate them. He has checked this out within LAS.

8. An initial briefing was held on 14 November for the two Agency candidates [ ] OCR and [ ] who are scheduled to attend the Army War College at Carlisle, Pennsylvania, beginning August 1959. All other

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Senior Officer College candidates for the 1959-60 school year have been contacted by this office and initial briefings will be scheduled soon for all of them who are currently in Headquarters.

9. The Adjutant of the Armed Forces Staff College at Norfolk, Virginia, has notified us that with the beginning of the February session of the Armed Forces Staff College, living accommodations would be available for students and their families. Our two candidates [redacted] [redacted] were notified of this development and both indicated they would attend without their families. They reached this decision based on their family situation here and the school situation in Norfolk. The Staff College was advised that our candidates would occupy the BOQ.

10. During the past week, [redacted] briefings have been conducted for students scheduled to attend the Sabotage and Audio courses beginning 24 November; for Staff personnel from the Clerical Training Branch who will be visiting [redacted] on 20 November. [redacted]

11. Three Agency employees attended the symposium, "The Next Decade in Counter Measures" on 18 and 19 November at the Johns Hopkins University Radiation Laboratory in Baltimore, Maryland.

12. We've analyzed the records of our last 500 entrants into the IOC. Over 65% were not EODs; one third of the 500 had worked at least five years in the Agency. These older employees probably enter (a) because of an office training consciousness, or (b) as 5% fillers, or (c) because IOC is prerequisite to other courses. I'm sure learning takes place, but if we can assume that a five year employee knows more of the Agency than an EOD does before taking the course it may be more efficient to require the waiver test for the older group and offer an abbreviated IOC to these employees who fall below an established cut-off point. My observations are restricted to Introduction to Intelligence and have no bearing on Introduction to Communism.

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DDS 13. During the week 12 November - 18 November 1958, there were 913 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

138 enrolled in 28 classes (10 languages) before hours  
113 enrolled in 24 classes (11 languages) after hours  
245 enrolled in 41 classes (14 languages) during hours  
220 enrolled in 10 Intelligence School courses  
88 enrolled in 4 Operations School courses  
14 enrolled in 1 SIC course  
10 enrolled in 2 area courses  
12 other Government agencies  
59 enrolled in the JOT Program  
14 Dependents



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